

STATE OF CALIFORNIA

CALIFORNIA TRADE AND COMMERCE AGENCY

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affirmation, age, or sexual orientation.



CLASSIFICATION: Associate Governmental Program Analyst (P/FT) **DATE:** August 15, 2000
(Two Positions)
(May be downgraded to SSA for recruitment purposes)
Salary Range: \$3,764 - \$4,576

LOCATION: California Infrastructure and Economic Development Bank

FILING DEADLINE: September 15, 2000 or until filled

JOB DUTIES: Under the supervision of the Manager of the Municipal Finance Unit, the incumbent performs complex analytical duties for the California Infrastructure and Economic Development Bank (CIEDB). Specific duties include, but are not limited to, the following:

- Analyze preliminary applications and financing applications from local government agencies to determine if an applicant meets minimum credit and program eligibility criteria for participation in CIEDB's Infrastructure State Revolving Fund Program.
- Prepare detailed written reports making recommendations to approve or decline financing request.
- Coordinate the timely and accurate processing and execution of financing documents with CIEDB's legal counsel, the applicant and other members of the financing team. Review financing documents for completeness and consistency with terms of approval.
- Review, approve, and process disbursements requests.
- Maintain and monitor financial records. Monitor borrowers' compliance with loan covenants, Federal and State laws, and other legal provisions.
- Serve as a public finance professional for CIEDB. Respond to requests from communities for technical assistance related to financing public infrastructure projects.
- Perform other duties as required.

DESIRABLE QUALIFICATIONS:

- Ability to analyze financial, economic, and other data related to municipal finance requests and make reasoned and logical recommendations;
- Knowledge of principles and procedures of general accounting, governmental accounting, and financial record keeping;
- Knowledge of public finance principles and practices;
- Strong written and oral communication skills;
- Ability to establish priorities among competing requirements;
- Ability to work with minimal supervision, on a self-directed basis, and in a team effort; and
- Proficient knowledge of Word, Excel, and Access software programs.

SROA AND SURPLUS EMPLOYEES ENCOURAGED TO APPLY

Contact: Roma Cristia-Plant
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Phone: (916) 322-1399
Fax: (916) 322-6314

PLEASE SUBMIT YOUR APPLICATION TO:
California Trade and Commerce Agency
California Infrastructure and Economic Development Bank
801 K Street, Suite 1700
Sacramento, CA 95814
Attention: Roma Cristia-Plant
RPA #00-223 & RPA 00-224